# How to Begin Your State Career



California
Department of
Human Resources

### **OBJECTIVES**

- Overview of California civil service career opportunities
- How to Search for career opportunities
- Explanation of the assessment process
- Overview of the state's hiring process
- Resources available to you



### PREMIER EMPLOYER

- Largest employer in California
- Over 150 agencies and state departments
- Multiple geographical locations
- Great salary and benefit packages
- Vast career opportunities
- Stability



# HOW TO GET STARTED

- The state's hiring process is a merit based system conducted in three steps
- First search for career opportunities
- Second take and pass an assessment
- Third complete an application template, apply for open positions and participate in a hiring interview



### KEY POINTS TO STATE SERVICE

- 3 Ranks
- Apply for vacancies once you have received a passing score
- Placement on an eligibility list does not guarantee job appointment



### AUDIENCE BASED NAVIGATION



Home



State Employees

Veterans

Persons with Disabilities

State Retirees

Log In

#### Find Jobs by Industry

To assist job seekers in their search, we have grouped our approximately 3,500 job classifications into the 22 major occupational groups listed below. These 22 groups, or job families, were developed by the federal government as a way to standardize the terminology to describe work across the nation – both in government and the private sector – based on similarities of the work performed, and sometimes on the skills, education, and training needed to perform the work. Click on a job group below for examples of the types of jobs in that category.

- Architecture and Engineering

  Arts, Design, Entertainment, Sports, and Media

  Building and Grounds Cleaning and Maintenance
- W Healthcare Support
- 4 Installation, Maintenance, and Repair
- Legal

Show More

#### WWW.CALCAREERS.CA.GOV



# FIND JOBS BY INDUSTRY

	Architecture and Engineering	•	Healthcare Support
1	Arts, Design, Entertainment, Sports, and Media	a,	Installation, Maintenance, and Repair
٥	Building and Grounds Cleaning and Maintenance	4	Legal
\$	Business and Financial Operations	<u> </u>	Life, Physical, and Social Science
*	Community and Social Services	ê	Management
<u> </u>	Computer and Mathematical	A.	Office and Administrative Support
A	Construction and Extraction	(Ē)	Personal Care and Service
<b>*</b>	Education, Training, and Library	•	Production
*	Farming, Fishing, and Forestry	U	Protective Service



### SELECT OCCUPATIONAL GROUP

► Art and Design Workers

Show Specific Job Classes

Show Specific Job Classes

■ View jobs for entire group

► Entertainers and Performers, Sports and Related Workers

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■ View jobs for entire group

▶ Media and Communication Workers

⊕ Show Specific Job Classes



Media and Communication Equipment Workers

cala and communication Equipment Worker



Show Specific Job Classes



# **CURRENT JOB OPENINGS**

#### COORDINATOR (COMMUNICATIONS), OFFICE OF EMERGENCY SERVICES

Working Title: Assistant Chief

Job Control: 43689

**Salary Range:** \$5025.00 - \$6239.00

Work Type/Schedule: Permanent Fulltime

Department: California Governor's Office of

**Emergency Services** 

Location: Orange County

Publish Date: 11/18/2016

Filing Deadline: Until Filled

Q View Job Posting

#### DISTRICT SALES REPRESENTATIVE, CA STATE LOTTERY

Working Title: N/A

Job Control: 60037

Salary Range: \$3517.00 - \$4403.00

Work Type/Schedule: Permanent Fulltime

**Department:** CA State Lottery

**Location:** Santa Clara County

**Publish Date:** 4/4/2017

Filing Deadline: 4/18/2017

Q View Job Posting



# POSITION DESCRIPTION

Under the general supervision of the Telecommunications Branch Chief, the incumbent provides direct support to Radio Operations and Headquarters Cal OES Facilities in tasks pertaining to radio, voice, video and data communications systems. The incumbent will assist Federal, State and Local agencies in planning and implementing emergency radio, video, voice and data communications systems within the operational areas and facilities. The incumbent will provide input and assistance as necessary to Mather, Southern, Coastal and Inland Regions Staff and coordinate with the IT Staff in matters that pertain to radio, video, voice and data communication. The incumbents primary responsibility is to support the State Operations Center (SOC) and the State Operations Communications Center (SOCC) with secondary responsibilities to assist with the mobile and portable assets are kept in a ready state of deployment.

**Working Conditions** 

Please see attached Duty Statement.



# **DUTY STATEMENT**

Percent of Time	ESSENTIAL FUNCTIONS
50%	Incumbent will be responsible for the Radio System and Telecommunications Computer-Aided Dispatch (CAD) equipment including the Digital Voice Recorders. The incumbent will make recommendations to the Communications Chief, Telecommunications staff and IT staff pertaining to radio, video, voice and data communications that pertain to Cal OES Facilities buildings and Operational Areas. The incumbent will coordinate, plan, and ensure the maintenance of all Radio, voice and data communications services and functions within the Cal OES facilities and State Operations Center. This includes radio, telephone, wiring, data systems, mobile communication systems, wireless systems; with software and hardware needed to complete and maintain specific systems. The incumbent will assist in training Cal OES staff in use of various communication systems.
35%	The incumbent will be the lead, responsible for maintaining all portable and cache radio and phone assets to include deployment readiness, testing, maintenance, repair, inventory of equipment, procuring replacement parts and tools, and cleaning of assets upon return from deployments. The incumbent will be responsible for coordinating with other Cal OES branches and State agencies on all field exercises and displays requiring cache resources, mobile equipment installations including the Fire Engine Program.

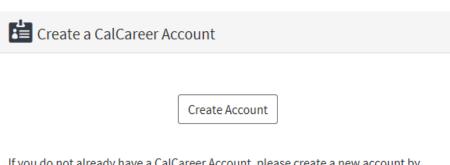
# FOLLOW ALL INSTRUCTIONS

#### How to apply:

To have your application considered for this job opportunity, please put the JC #43689, RPA #16-TEL0001 or the Position #163-380-8115-007 in the "EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING" section on the State Application, STD. 678, you must note how you have eligibility (list, transfer, reinstatement, etc.) in the "EXPLANATIONS" section on the State Application, STD. 678, you must list your most current employment history first in the "EMPLOYMENT HISTORY" section on the State Application providing the "From" and "To" dates with the month, day and year, the "Hours Per Week" that you worked and the Total Worked (Years/Months), the Salary you earned per hour/week/month/year in the "Salary Earned" section. You must complete the "DUTIES PERFORMED" on the State Application (do not note "see attached resume" in this section). NOTE: Incomplete applications received will not be considered. Resumes are welcomed but do not take the place of the completed State Application STD 678. Please note, applications received via fax or e-mail will NOT be accepted. If you would like confirmation of receipt please send certified mail. Only the most qualified candidates will be interviewed.



### CREATE A CALCAREER ACCOUNT



If you do not already have a CalCareer Account, please create a new account by clicking on the "Create Account" button.

Getting a job with the State of California is now simpler than ever. Start by creating a CalCareer account. With an account, you can take state civil service examinations, store different versions of your application, apply for vacancies at 150 departments, track your application status and save your resume all in one place.

#### Benefits of a CalCareer Account

- · Receive contact letters for job opportunities electronically
- Set up notifications for new job opportunities
- · Upload and store your resume
- · Easily view your eligibility status
- · Save and submit multiple applications electronically
- · And much more ...



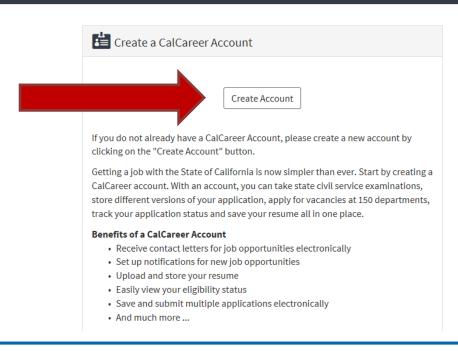
### WWW.CALCAREERS.CA.GOV



### CREATE A CALCAREER ACCOUNT



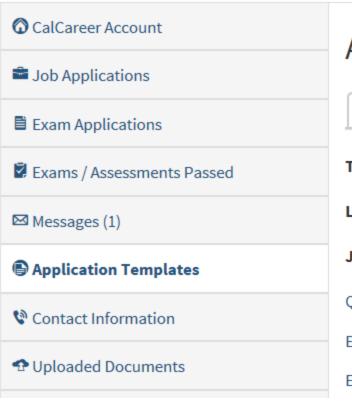
#### Log In



LogIn	
User I.D.	
Password	
	Forgot User I.D./Password
Log In	Torgot oser i.b./T assword



# CALCAREER ACCOUNT



### **Application Templates**

Analyst | Template 2 | Template 3

Template: Analyst

**Last Updated on:** 01/22/2016

Jump to a section:

Questions

Education (blank)

Experience (blank)

### **ASSESSMENTS**

- Open Examinations are open to both State employees and individuals who are not employed by the State that meet the minimum qualifications
- Promotional Examinations are open for current permanent civil service State employees currently working for the department, and veterans.



### VETERANS PREFERENCE

### **Assembly Bill 372:**

1) As of January 1, 2014, any Veteran, widow or widower of a Veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list



### Veterans continued

- Effective 1/1/16 California Wounded Warriors Transitional Leave Act
  - Military service-connected disability (30% +)
  - Sick leave with pay of up to 96 hours
  - Medical treatment for military service-related disability



### **LEAP**

 Limited Examination and Appointment Program (LEAP) – is designed to help persons with disabilities get jobs in state civil service. LEAP is an alternative to the traditional testing process, allowing applicants to demonstrate knowledge, skills and abilities through on-the-job



# ASSESSMENT METHODS

- Qualifications Appraisal Panel (QAP) oral interview by a panel of interviewers who ask patterned questions
- Written Exam
- Supplemental Exam The candidate completes a set of questions relative to his/her experience and/or education (also referred to as Qualifications Assessment)
- Education and Experience (E&E) Testing department assigns a score based on information on the State Application (Form 678)
- Online Examinations —available to take 24/7 at www.CalCareers.ca.gov



### PREPARING FOR AN ASSESSMENT

- Examination bulletin
- Job Specifications
- State Library study guides



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STD. 678 (REV. 10/2013) Page 1 or for vacant positions where a department requests	s an application.		STD. 678 (REV. 10/2013) Pa	ge 2								
PRINT OR TYPEPLEASE SEE INSTRUCTION	NS ON BACK PAG	E	APPLICANT'S NAME (Last)		(First)			(M.I.)				
APPLICANT IDENTIFICATION NUMBER (EASY ID)					(i may			(M.I.)	EASY ID			
FIRST 3 LETTERS OF LAST NAME AT BIRTH DAY OF BIRTH Last 4 DIGITS OF SOCIAL SECURITY NUMBER			EDUCATION									
APPLICANT'S NAME (Last) (First) (M.I.) SOCIAL SECURITY NUMBER			DID YOU GRADUATE FROM HIGH SCHOOL? IF NOT, DO YOU POSSESS A GED OR EQUIVALENT? IF NOT, ENTER THE HIGHEST GRADE YOU COMPLETED									
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			BUSINESS, CORRE	EGE-NAME AND LOCATION, SPONDENCE, TRADE OR ICE SCHOOL	COURS	E OF STUDY	UNITS	UNITS COMPLETED	DIPLOMA, DEGREE OR	DATE		
(City) (County) (State) (Zip Code) HOMEA	VRS/TTY TELEPHONE NUMB	BER	SERVI	CE SCHOOL			SEMESTER	QUARTER	CERTIFICATE OBTAINED	COMPLETED		
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	Transfer of the											
			LICENSES – LIST APPLICABLE LICENSES AND CERTIFICATES INDICATED IN THE EXAMINATION BULLETIN. (If you are an attorney, please indicate the date you were admitted to the Bar under the Issue Date column, if stated on the examination bulletin.)									
ANSWER THE FOLLOWING QUESTIONS:  1. Enter the county in which you would like to take the examination			( you are an attorne	ey, prease indicate the	date you were a	idmitted to the	Bar under the Is	ssue Date column	, if stated on the examination	n bulletin.)		
if different from the county of your residence:			LICENSE / CERTI	FICATION NUMBER	ISSUE DATE	EXPIRATION DATE	IN THE SPACE BELOW, INDICATE SPECIFIC COURSE REQUI TO SATISFY REQUIREMENTS FOR THIS EXAMIN			TS NEEDED		
Do you need reasonable accommodation to take an interview or written test?	Yes No						TO SATIST REQUIREMENTS FOR THIS EXAMINATION					
Do your religious beliefs prevent you from taking an examination on Saturday?	Yes No					0	W P					
Are you now employed by the State of California? (If "YES", fill in the information below.)	Yes No											
Department: Subdivision	-		EMPLOYMENT HISTORY— Begin with your most recent job. List each job separately.									
5. Have you ever been fired, dismissed, terminated, or had an employment contract terminated from any position for performance or for disciplinary reasons? (Applicants who have been rejected during a probationary period, or whose dismissals or terminations have been overturned, withdrawn [unilaterally or as part of a settlement agreement] or revoked need not answer "Yes".) Refer to the Instructions for further information. If "Yes" to Question #5, give details in the Explanations section.			FROM (MM/DD/YY)	FROM (MM/DD/YY) TO (MM/DD/YY) TITLE/JOB CLASSIFICATION (Include Range or Level, if applications)					supervisor name			
			HOURS PER WEEK	HOURS PER WEEK TOTAL WORKED (Years/Months) COMPANY/STATE AGENCY NAME SUPERVI					SUPERVISOR PHONE NU	JMBER		
In addition to English, list any other languages you:     a. possess verbal fluency in		SALARY EARNED	PER	ADDRESS								
b. possess written fluency in			DUTIES PERFORMED									
7. I certify I can type at a speed of words per minute. (For typing applicants only.)			DOTIES TELL OTHIED									
(ANSWER QUESTIONS 8 AND 9 ONLY IF THE EXAMINATION INDICATES THEY ARE REQUIRED.)  8. Do you meet the minimum and/or maximum age requirements?												
Do you possess a valid California Driver License? (If "YES", fill in the information below.)	Yes No											
License # Class: Restrictions:	Yes No											
EXPLANATIONS												
APPARIATION INDOVINE RELATIONS AND ASSESSMENT OF THE PROPERTY			REASON FOR LEAVING									
CERTIFICATION - IMPORTANT - PLEASE READ BEFORE SIGNING - If not signed, this application may be rejected.  I certify under penalty of perjury that the information I have entered on this application is true and complete to the best of my that any false, incomplete or incorrect statements may result in my dispusible form the consideration.	knowledge   further w	ndaratand	FROM (MM/DD/YY)	TO (MM/DD/YY)	TITLE/JOB CLASSIF	ICATION (Include Rai	nge or Level, if applica	ble)	SUPERVISOR NAME			
that any false, incomplete, or incorrect statements may result in my disqualification from the anomalete to the best of my is that any false, incomplete, or incorrect statements may result in my disqualification from the examination process or dismissal State of California. I authorize the employers and educational institutions identified on this application to release any informat my employment or education to the State of California.	al from employment wit tion they may have cor	ith the ncerning	HOURS PER WEEK	TOTAL WORKED (Years/Months)	COMPANY/STATE A	AGENCY NAME			SUPERVISOR PHONE NUI	MBER		
			SALARY EARNED	PER	ADDRESS							
APPLICANT'S SIGNATURE DATE SI	IGNED											
APPLICANTS—DO NOT USE THE SPACE BELOW—FOR PERSONNEL USE ONLY			DUTIES PERFORMED									
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# STATE APPLICATION (STD. 678)

- Complete the top portion of the application
- Include the exact title of the position for which you are applying, Job Control number, and Position Number
- Answer questions 1 through 7 on the front of the application, and questions 8 -11 if required for the position
- Complete the Education (#13) and Experience (#14)
   portions of the back of the application and attach your
   resume to the application. (Be sure beginning and ending
   dates, and hours per week are included.)



# STATE APPLICATION (con't)

- Print the application form (unless applying online)
- Sign and date the front of the application (unless applying online)
- Submit the application to the location identified on the examination/position announcement
- Retain a copy for your files



### APPLICATION REMINDERS

- Use all relevant paid and volunteer experience
- Equal Employment Opportunity questionnaire (Exams/Assessment only)
- Submit on time



### **APPLY**

- Apply for job openings as soon as you pass an assessment
- Follow all application instructions
- Submit on time



### PREPARE FOR HIRING INTERVIEW

- Study job announcement
- Duty Statement
- Review departmental website
- Relate your experience and knowledge to the essential duties and desirable qualifications
- Read all application instructions



### SUMMARY

- 1. Create a profile on www.calcareers.ca.gov
- 2. Apply for and take an assessment
- 3. Successfully pass the assessment
- 4. Apply for a job vacancy
- 5. Participate in a hiring interview



### RESOURCES

www.calhr.ca.gov

www.calcareers.ca.gov

LEAP@calhr.ca.gov

CalCareer@calhr.ca.gov

CalHR Exams Section Contact Number:

(866) 844-8671 Voice; CA Relay 7-1-1



# VETERAN RESOURCES

www.calvet.ca.gov www.edd.ca.gov www.calguard.ca.gov

